



## Judicial Branch of Arizona Maricopa County

### Human Resources Manager – Employee Relations

The Judicial Branch of Arizona in Maricopa County is seeking candidates for the position of Human Resources Manager – Employee Relations. This position requires demonstrated experience and ability to lead staff and perform complex professional and administrative work in a wide range of human resources activities.

The Human Resources Manager is an unclassified, exempt position and works under the general direction of the Human Resources Director. Job duties and responsibilities include: administering and directing the implementation of Judicial Branch human resources activities, programs and strategies; advising employees and department management on a broad range of human resources matters; interpreting and communicating HR plans, policies, procedures, and state and federal laws; researching and analyzing organizational issues and recommending solutions. This position will have an emphasis in the area of employee relations (conducting investigations, coordinating disciplinary action, etc.).

Work is accomplished through a staff of professional and administrative HR positions. Supervisory responsibilities include hiring staff, performance management, and providing opportunities for training and professional development.

Qualified candidates will possess a Bachelor's degree in HR management, business or public administration, or related field and have at least four years of professional human resources experience. Strong consideration will be given to candidates with employee relations experience, including but not limited to conducting investigations in a public sector setting. Prior lead or supervisory experience is preferred.

Hiring Salary Range: \$61,048 - \$82,000 DOE, plus a comprehensive benefits package. Interested applicants must submit a cover letter, resume and three professional references. First review of applications will occur on **August 17, 2015**.

Please submit a **letter of interest, resume and three professional references** to the attention of Jennifer Harvey, Human Resources Manager, at the following:

Via Mail:       Judicial Branch Human Resources  
                  101 W. Jefferson, East Court Building  
                  Law Library, 3<sup>rd</sup> Floor, Suite A  
                  Phoenix, AZ 85003

Via Fax:         602-506-2280

Via email:       harveyj002@superiorcourt.maricopa.gov